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concurrently with the structure for Headquarters. Certain functions (in particular, stock control) planned to be conducted at the depots are still carried on in Headquarters, and a determination should be made as to continuance of these functions at Headquarters. The starting date is being set at March 15, to allow time for necessary information to be received from the depots. Target date - Open. Estimated man days - 32.

#### PROJECT COMPLETED DURING WEEK

##### Project 4-72, Revision of Punched-Card Badge Inventory Procedure

The Security Badge Inventory files were brought up-to-date and balanced. Revised procedures were developed and approved for installation.

#### COMMENTS ON PROJECTS IN PROCESS

##### Project 4-49 - Analysis of Publications Distribution, DD/P

Our report has been submitted to the DD/P Admin for concurrence. If the report is accepted, the project will require about two weeks additional work installing procedures.

##### Project 4-32 - Insurance - Claims Branch Survey

The operating factors of the insurance side of the Insurance Claims Branch continue to keep abreast of the current workload. Efforts are being extended to strengthen statistic and dollar controls between Machine Records and the Branch. The Flexoline file for a central index is still not set up. New forms and procedures have just been initiated to facilitate the handling of the records and statistical data pertaining to all claims.

##### Project 4-33 - Installation of Uniform Internal Controls for Top Secret Materials

Security is still studying the proposed TS Handbook. We are now

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developing the details for the procedures of the Central TS Control operation.

Project 4-76 - Records Management Survey, Medical Office

To date, all of the files and equipment have been inventoried. A records control schedule has been prepared and agreed to by the Medical Office. Medical records of employees separated from the Agency are in the process of transfer to the Records Center.

The installation of reports management, correspondence management and forms management programs, and the installation of the standardized filing system, are the next steps to be undertaken.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

This project includes inventorying all records and filing equipment, the establishment of filing stations, the installation of the standardized filing system, the development of a records control schedule, the preparation of a records disposition schedule and the installation of forms, reports and correspondence management programs.

Preliminary disposition plans have been made for the majority of the items listed.

Project 4-78 - Records Management Survey, Office of General Counsel

An inventory has been prepared of the records and filing equipment. Detailed filing plans are now in process of preparation. The application of forms, reports and correspondence phases of the records management program are the next steps.

Project 4-79 - Records Management Survey, FBID

The inventorying of files and filing equipment has been completed. Inactive records have been transferred to the Records Center. The Chief of the Division has agreed to the installation of the standardized filing system and it is now being installed. Plans have been formulated for the next steps which provide for forms, correspondence and reports management phases of the program.

Project 4-80 - Survey of Microfilm Operations

The identification of microfilming equipment contained in a recent inventory of all reproduction equipment in the Agency has been completed. A proposed form and a draft of an Agency notice to be used in conducting the survey have been prepared.

Project 4-82 - Handbook for the Subject Classification and Filing  
of Correspondence Records,

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Comments have been received from the Regulations Control Staff. These comments are now being reconciled with the offices that submitted them. Punched cards have been prepared to facilitate the expansion and preparation of an alphabetical index to the filing manual.

Project 4-83 - Vital Materials Depot Schedules for all Offices

Agreement was reached with the Logistics Office and the Office of Comptroller with respect to what property records of the Supply Division, Logistics Office, are vital and the procedure to be used in keeping the file current. It was agreed that this could be best accomplished by making a semi-annual deposit of the stock status punched card file. In addition, the punched card file, representing catalog nomenclature for the Logistics Office, will also be deposited semi-annually.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the dossiers for the Biographic Register Division, OCD, is in process.

Project 4-85 - Standardization of FI Information Reports

Specifications for the revised form have been drafted preliminary to its procurement and testing. Final coordination will be obtained from the Logistics Office and ID/P.

Project 4-86 - Forms Index

The first phase of the development of a mechanized system for preparing forms index by the punched card method has been completed.

- \* Statistics shown are for the MIS prior to absorbing the Records Management Office on 15 February 1954. Next week's report will reflect the Records Management projects added on 15 February 1954.

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